

 <p>Interstate Commission for Juveniles</p>	<p>Policy Number 01-2014</p>	<p>Page Number: 1</p>
<p>ICJ Administrative Policy Forms Responsibility</p>	<p>Dated: September 18, 2014</p>	

I. Objective

The objective of this policy is to establish the oversight authority of the Information Technology Committee for the development, modification, and management of forms used by the Interstate Commission for Juveniles (ICJ).

II. Applicability

This policy applies to all mandatory, optional, paper, and electronic forms used by ICJ in the conducting of business.

III. Policy

The following guidelines establish the appropriate Committee responsibility in relation to ICJ Forms.

A. Information Technology Committee:

1. Responsible for ensuring all forms used by the ICJ comply with and are based on ICJ Rules.
2. The Chair of the Information Technology Committee may direct the creation of a new form in consultation with the Rules Committee.
3. The Chair of the Information Technology Committee may direct revisions to an existing form for purposes of correcting typographical errors, errors in format, modifications, errors in consistency, or grammatical errors.
4. Notice of any such creations or revisions shall be furnished to the Rules Committee and the Executive Committee. For a period of thirty (30) days after receipt of said notice, the proposed revision(s) is subject to review and comment by any member of the Rules Committee and Executive Committee. The revision may be objected to only on the grounds that the revision results in a material change to a form which is not in conformity with the ICJ rules on which it is based. An objection shall be made in writing, and delivered to the Executive Director of the Commission, prior to the end of the notice period. If no objection is made, the revision will take effect without further action.
5. Provide oversight of the electronic data system.

B. Rules Committee:

1. Advise the Information Technology Committee of pending rule amendments that have a Form impact.
2. Make recommendations as needed.